MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Outpatient Medical Referrals	
Policy Number: MNP 09	Standards/Statutes: ARM 37.27.130
Effective Date: 01/01/02	Page 1 of 2

PURPOSE:

To define the necessity and parameters for medical referrals outside the facility.

POLICY:

Except in the event of an emergency, a MCDC physician request for a consultation with an outpatient health care provider will be reviewed with the Administrator.

PROCEDURE:

I.   The patient must sign a release of information for the outpatient health care provider.

II.   In most cases, the MCDC physician or charge nurse will contact the consulting physician/ health care provider regarding the necessity for a consultation.

III.   The nursing staff will be responsible for the following:

    A. Making the appointment.
    B. Arranging the transportation.
    C. Completing the necessary paper work.

IV. Any patient that goes to an outside medical appointment must have a REFERRAL FOR OUTSIDE MEDICAL SERVICES FORM filled out and routed to reimbursement. This would include, but is not limited to an outside doctor's appointment, outpatient psychiatric evaluations, family planning, x-ray, EKG, and

dental service if provided by a dentist other than the MSH dentist.

V.   Unless other arrangements are made, MCDC will provide transportation to and from the outpatient health care provider.

VI. Following the appointment, the doctor and/or charge nurse will make sure there is some form of document in the patient chart regarding the outcome of the consultation.

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Revisions:

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Approved By: 01/01/02
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